

78-8148/12

14 JUL 1978

*per May files*

MEMORANDUM FOR: DCI Secretarial/Clerical Management Advisory Group  
FROM : Deputy Director of Central Intelligence  
SUBJECT : Office of Personnel Comments on Secretarial/Clerical Career Service Panel System

1. The Office of Personnel has responded to each of the issues you raised in your memo of 15 May 1978. With one exception, I believe that the responses adequately address your concerns. That issue, restrictions stating applicants can be only one grade below the grade of the job to be filled, is being reviewed again by the Office of Personnel. In the light of new secretarial/clerical career service panels, a two grade eligibility for job advancement is reasonable and Personnel concurs in that conclusion.

2. Please continue to provide comments on these and other relevant issues. I encourage and support your involvement.

/s/ Frank C. Carlucci

Frank C. Carlucci

cc: Each Directorate Secretarial/Clerical Career Service Panel

SA/DDCI:skm (13 July 1978)

Distribution:

Orig - Addressee

1 - Each Directorate Secretarial/Clerical Career Service Panel

1 - DDCI

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